

TOWN MANAGER EVALUATION FY2015

Select Board Member: COMPOSITE

For the purposes of this document, the evaluation terms shall be defined as:

Commendable = Performance surpassing reasonable expectations

Satisfactory = Performance meeting reasonable expectations

Needs improvement = Performance below reasonable expectations; improvement likely

Unsatisfactory = Performance below reasonable expectations; improvement unlikely

Unable to judge = Insufficient information available for evaluation (Please explain)

AREAS OF RESPONSIBILITY	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge	COMMENTS
FISCAL MANAGEMENT						
Goal #1 - The Town Manager shall address the ongoing budget challenge by:						
a. Generating new revenue;	AS JW	CK DS AB				
b. Reducing expenses through efficiencies in Town structure and service delivery, including regionalization of services where appropriate;	AS JW	CK DS AB				
c. Negotiating contracts through the collective bargaining process that are reflective of the community's capability and willingness to support, and mindful of reasonable and cautious projections for the next few years;	CK AS JW AB		DS			
d. Pursuing increased economic development to increase the tax base and reduce the burden on residential property taxpayers.		CK DS AS JW AB				
Goal #2 - The Town Manager shall develop strategies for the long term financial health of the Town by:		CK DS AS JW AB				
a. Developing strategies for the long term financial health of the Town.	CK JW AB	DS AS				
b. Developing strategies for maintaining an excellent bond rating;	CK DS AS JW	AB				

Connie Kruger 2014-
Doug Slaughter 2015-
Andrew Steinberg 2014-
James Wald 2010-
Alisa Brewer 2009-

AREAS OF RESPONSIBILITY					COMMENTS				
					Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
a. Providing regular communications to the Select Board about matters relevant to their responsibilities and concerns including the consideration of changes and additions to Town programs and initiatives;	CK	DS	AS	AB	CK	DS	AS	AB	JW
b. Responding to communications from members of the Select Board;	CK	DS	AS	AB	CK	DS	AS	AB	JW
c. Recognizing issues or changes with a direct or significant impact on the community, and falls within the Select Board's authority to provide feedback;	CK	DS	AS	AB	CK	DS	AS	AB	JW
d. Allowing the Select Board opportunity to provide feedback on policy/practice initiatives and changes before implementation;	CK	DS	AS	AB	CK	DS	AS	AB	JW
e. Involving the Select Board in the determination of collective bargaining strategies for the current contract process, and keeping us updated on its progress;	CK	DS	AS	AB	CK	DS	AS	AB	JW
f. Informing the Select Board regarding litigation strategies and proposed settlements of litigation, and keeping us updated on the progress of litigation;	CK	DS	AS	AB	CK	DS	AS	AB	JW

AREAS OF RESPONSIBILITY	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge	COMMENTS
	CK	DS AS		JW AB		
g. Ensuring that all members of the Select Board are aware of anything significant before it appears in the newspaper.						
Goal #6. Develop a unified process and communication strategy for responding to public inquiries and requests.		JW CK AS AB		DS		
LONG RANGE PLANNING						
Goal #7. The Town Manager shall provide the Select Board with a detailed assessment of Town-owned buildings regarding their current use, and anticipated future benefit and liability. He will make recommendations on whether or not it is in the Town's best interest to maintain ownership of each one. If any recommendations are to repurpose a building or not maintain its ownership, he will suggest how best to proceed.	AS	CK DS JW	AB			
Goal #8. The Town Manager shall help Amherst become a greener, more sustainable community by initiating and advocating for new "green" efforts and programs, and he shall inform the Select Board and the community about these efforts and their results.	CK AS JW	DS	AB			
Goal #9. The Town Manager shall focus attention on affordable housing needs in Amherst by:						
a. Supporting the preservation of current affordable housing and the creation of more housing that is safe, decent and affordable for individuals and families at low and moderate income levels;	CK DS AS JW	NB				
b. Keeping the Select Board and the larger community apprised of Amherst's status on the State's Subsidized Housing Index (SHI) and factors impacting our SHI percentage in the short-and long-term;	CK JW AB	DS AS				
c. Reporting periodically on the status of the seasonal shelter and recommending changes to that agreement as needed.	CK AS JW	DS AB				

AREAS OF RESPONSIBILITY	COMMENTS				
	Unsatisfactory	Needs Improvement	Satisfactory	Commendable	AB
Goal #10. The Town Manager shall maintain, through consultation with each department's staff, a recommended staffing plan that suggests the optimal number and types of positions in each department to best address current service levels and key needs. This will provide a framework for prioritizing recommendations for future hiring. Such future recommendations should address the full cost of each position, including post-employment benefits.	DS	AB	JK	AS	DS
Goal #11. The Town Manager shall keep the Select Board apprised of the plan and processes for improving the public infrastructure.	DS	AB	JK	AS	DS
a. Prioritizing and implementing repairs to sidewalks, multi-use paths, roadways, parking areas and intersections;	DS	AB	JK	AS	DS
b. Developing a strategy for evaluating traffic infrastructure;	DS	AB	JK	AS	DS
c. Planning and implementing improvements to public areas; parks, commons, greenways so that they function well and contribute to the overall aesthetic and welcome of the town;	DS	AB	JK	AS	DS
d. Planning and policy for downtown and village centres;	DS	AB	JK	AS	DS
e. Working with the BID to evaluate and recommend improvements for the downtown.	DS	AB	JK	AS	DS
Goal #12. The Town Manager shall manage Town staff and improve their effectiveness in delivering the services our community relies on and shall keep the Select Board informed with periodic updates about the implementation progress of action steps identified in the Human Resources Audit by:	the Select Board shall manage Town staff and improve their effectiveness in delivering the services our community relies on and shall keep the Select Board informed with periodic updates about the implementation progress of action steps identified in the Human Resources Audit by:				

AREAS OF RESPONSIBILITY	Comments	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
a. Maintaining high staff morale by working toward a positive work place culture and providing adequate resources for staff to be effective and successful;		CK AS AB	JW		DS	
b. Increasing communication between himself and staff at all levels, to inform, engage and solicit feedback;		AS JW	CK AB		DS	
c. Encouraging a workplace culture of civility, mentoring and receptivity to new ideas and innovations for improved service delivery;		CK AS JW AB			DS	
d. Ensuring that staff has the necessary tools to work efficiently;		CK	AS JW AB		DS	
e. Recruiting, retaining and assigning the best qualified personnel;		CK JW	AS	AB	DS	
f. Foster attitudes of helpfulness and courtesy toward the public.		CK	DS AS JW	AB		
COMMUNITY and INTERGOVERNMENTAL RELATIONS						
Goal #13. The Town Manager shall continue to strengthen relationships with UMass, Amherst and Hampshire Colleges and engage them in:						
a. Mitigating the impacts of a significant student population: on neighborhoods, on demand for public safety resources, on parking and traffic issues, and municipal issues;		CK JW AB	AS		DS	
b. Developing our partnership and strategies, through regular meetings, with Amherst College that reflect shared interests and concerns;			CK AB	DS	AS JW	
c. Developing our partnership and strategies, through regular meetings, with Hampshire College that reflect shared interests and concerns;			CK AB	DS	AS JW	

If you are willing to share any additional information, insights, or experience relevant to this evaluation, please do so here.